

## CONTRACT TRANSMITTAL FORM

This form **is required** to be submitted as a cover with **all** requests to the Comptroller's Procurement Unit for processing documents that are in Pending status.

**Reminder:** The 20 character doc id and the object code must be indicated on the top page of the attached contract(s) or, if other type of documentation, please include this information.

**TO:** Office of the Comptroller  
Procurement Unit  
One Ashburton Place, 9<sup>th</sup> Floor  
Boston, MA 02108

**Date:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**Department Contact:** \_\_\_\_\_  
Contact person at Department for questions regarding these documents

( ) \_\_\_\_\_  
(Telephone Number)

**Object Class/Object Code:** \_\_\_\_\_  
(One object class per transmittal (e.g. HH, JJ, MM). N/A for BGCN/BGCS ISA's)

**Documents Attached:** (Check applicable item below. **One transmittal** per group of like object codes. For example M03, MM3. Please do not mix with other object groups)

<b>Recurring Payment/Ready Payment (RPO)</b>	
<b>Contract Document (CT)</b>	
<b>Rolled/Converted Document (RPO or CT)</b>	
<b>MMARS Adjustment Only/No Change to Total Contract Amount (RPO or CT)</b> (Attach a letter on department letterhead signed by an authorized signatory explaining the purpose of the document)	
<b>Openorder CT for Departmental MA (Event Type PR51)</b>	
<b>Interdepartmental Service Agreement (BGCS or BGCN)</b>	
<b>Encumbrance Correction (CEC or GAEC)</b> (Attach a letter on department letterhead signed by an authorized signatory explaining the purpose of the document. Letter must include the CEC or GAEC doc id number)	
<b>Other</b> (Attach a letter on department letterhead signed by an authorized signatory explaining the purpose of the document)	

Item	Doc. Code	Dept	Unit	20 Digit ID Number
1				
2				
3				
4				
5				
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10				